

# BURNS BOG CONSERVATION SOCIETY

4 – 7953 120 Street, Delta, B.C. V4C 6P6

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June 10, 2021

Tompkins Wozny LLP  
Chartered Professional Accountants  
#206 - 698 Seymour Street  
Vancouver, BC  
V6B 3K6

Dear Sir/Madam:

This representation letter is provided in connection with your audit of the financial statements of Burns Bog Conservation Society for the year ended December 31, 2020 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of Society personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that to the best of our knowledge and belief:

## Financial Statements

We have fulfilled our responsibilities as set out in the terms of the audit engagement for:

- Preparing and fairly presenting the financial statement (including note disclosures) in accordance with ASNPO.
- Providing you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as:
    - ❖ Accounting records, supporting data and other relevant documentation;
    - ❖ Minutes of meetings (such as board of directors and audit committees) or summaries of actions taken for which minutes have not yet been prepared, and
    - ❖ Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the Society from whom you determine it necessary to obtain audit evidence.
- Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and

- Designing and implementing such internal controls as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

### **Fraud and Non-Compliance**

We have disclosed to you:

- All of our knowledge in relation to actual, alleged or suspected fraud affecting the Society's financial statements involving:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements;
- All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- All known instances on non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- The results of our risk assessments regarding possible fraud or error in the financial statements.

### **Related Parties**

We have disclosed to you the identity of all of the Society's related party relationships and transactions of which we are aware. All related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of ASNPO.

### **Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We confirm the methods, the data and the significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of Canadian accounting standards for not-for-profit organizations.

### **Subsequent Events**

All events subsequent to the date of the financial statements and for which ASNPO requires adjustment or disclosure have been adjusted or disclosed.

## **Commitments and Contingencies**

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

## **Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records. Attached is a copy of the audit adjustments.

## **Misstatements**

The effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements (if any), including the reasons why they were not corrected, is attached to this letter.

## **Accounting Policies**

All significant accounting policies are disclosed in the financial statements and are consistent with those used in the previous period.

## **Going Concern and Future Plans**

We confirm that the use of the going-concern basis of accounting in preparing the financial statements remains appropriate and we have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

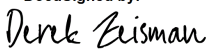
## **Non-Profit Compliance**


We have disclosed to you all known instances of non-compliance or suspected non-compliance with our funding and grant agreements.

To the best of our knowledge, we are not and have not been involved in any conduct or activity that would jeopardize our tax-exempt status.

Our charitable status has not been revoked and is eligible to issue charitable donation receipts. Official donation receipts are issued and valued in accordance with the applicable laws and regulations surrounding the charity.

Yours truly,

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Name and signature of President

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Name and signature of Treasurer

**Burns Bog Conservation Society**

Year End: December 31, 2020

**Adjusting journal entries**

Date: 1/1/2020 To 12/31/2020

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2020	Prepaid Expenses	1255	5. 1		267.08		
1	12/31/2020	Insurance Policies- B.B.C.S	5781	5. 1	267.08			
Prepaid entry PBC								
3	12/31/2020	Accounts Payable - Accrue	2205		247.53			
3	12/31/2020	Accounts Payable - Accrue	2205		491.84			
3	12/31/2020	Accounts Payable - Accrue	2205		225.70			
3	12/31/2020	Accounts Payable - Accrue	2205		293.95			
3	12/31/2020	Accounts Payable - Accrue	2205		150.00			
3	12/31/2020	Deposits on Tours	2210			150.00		
3	12/31/2020	GST Paid on Purchases	2670			11.05		
3	12/31/2020	GST Paid on Purchases	2670			21.96		
3	12/31/2020	RISO Copier	5805			236.48		
3	12/31/2020	RISO Copier	5805			469.88		
3	12/31/2020	Rent - Equipment	5854			225.70		
3	12/31/2020	Rent - Equipment	5854			293.95		
To adjust accounts payable - accrue per client								
4	12/31/2020	Accounts Payable - Accrue	2205			6,800.00		
4	12/31/2020	Legal & Accounting	5836		6,800.00			
To record audit fee accrual								
5	12/31/2020	Accounts Receivable	1200	CC60		893.97		
5	12/31/2020	Bad Debt Expense	5890	CC60	893.97			
To reverse A/R								
6	12/31/2020	Accounts Payable	2200	40-600		121,123.02		
6	12/31/2020	Accounts Payable	2200	40-600	11,078.07			
6	12/31/2020	GST Paid on Purchases	2670	40-600	2,698.64			
6	12/31/2020	GST Paid on Purchases	2670	40-600		246.82		
6	12/31/2020	Legal & Accounting	5836	40-600	118,424.38			
6	12/31/2020	Legal & Accounting	5836	40-600		10,831.25		
To record additional legal fee and reimbursement receivable								
					<b>141,571.16</b>	<b>141,571.16</b>		

**Net Income (Loss) (81,615.22)**

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Prepared by	Prepared by	Prepared by
Partner Review	Administrator	Manager Review
EA 6/11/2021		